



**FAA / EASA - PART 145  
CERTIFIED REPAIR  
STATION**



**SELF - AUDIT**  
**QUALITY QUESTIONNAIRE**

Due to the overwhelming number of vendor / supplier audits we receive from different facilities, we have developed our own vendor / supplier compliance audit form. We desire to thoroughly answer your questions and provide our clientele with an indication of the quality system utilized by our repair station. If this response is inadequate or does not satisfy your requirements, please let us know and we will further attempt to assist you.

**Company Legal Name: Houston Aircraft Instruments, Inc.**

**Address: 2519 Park Avenue • Pearland, Texas 77581**

**Telephone: 281-412-5757 • Fax: 281-412-5755**

**E-Mail: [sales@houstonaircraft.com](mailto:sales@houstonaircraft.com)**

**Website: [www.houstonaircraft.com](http://www.houstonaircraft.com)**

**FAA Repair Station #: XF1R610K – Issued 03/20/1974, Reissued 02/09/2007**

**FAA Classification: Instrument Class I, II, III, IV (Unlimited)**

**Accessory Class I, II (Unlimited)**

**EASA #: EASA.145.4542**

**Legal Description of Business: C - Corporation**

**Federal Identification Number: 74-1778076**

**State of Texas Charter #: 334880**

**State of Texas Incorporation Date: 12/12/1973**

**State of Texas Sales Tax Permit #: 1-74-1778076-8**

**SIC #: 7629 (Standard Industrial Classification)**

**NAICS Code #: 811219 (North American Industry Classification System)**

**Cage Code: 5WQP2**

**Dun and Bradstreet #: 07-420-8190**

**Building Square Footage: 3,250 sq. ft.**

**Key Personnel:**

**President: Paul Eskine**

**Vice-President: Sailo Lam**

**Total # of Employees: 10**

**Qualified Small Business Entity**

**GENERAL QUESTIONS**

**DOES THE REPAIR STATION HAVE AN FAA ACCEPTED REPAIR STATION MANUAL? YES**

**DOES THE REPAIR STATION ONLY PERFORM WORK FOR WHICH IT IS AUTHORIZED ON ITS OPERATION SPECIFICATIONS? YES**

**DOES THE REPAIR STATION HAVE A SAFETY PROGRAM? YES**

**IS ALL WORK PERFORMED IN A SUITABLE WORK ENVIRONMENT? YES**

**DOES THE REPAIR STATION HAVE A DOCUMENTED SYSTEM USING A RECORDS PACKAGE WHICH INCLUDES WORK ORDERS THAT OUTLINES INSPECTION AND MAINTENANCE PROCEDURES? YES**

**DRUG / ALCOHOL**

**DOES THE REPAIR STATION HAVE AN APPROVED ALCOHOL MISUSE PREVENTION PROGRAM? YES**

**DOES THE REPAIR STATION HAVE AN APPROVED ANTI-DRUG PROGRAM? YES**

## PRODUCT IDENTIFICATION

DOES THE REPAIR STATION HAVE DOCUMENTED PROCEDURES FOR IDENTIFYING THE ARTICLES SENT FOR REPAIR FROM RECEIPT AND DURING ALL STAGES OF REPAIR? YES

DOES THE REPAIR STATION HAVE A DOCUMENTED SYSTEM TO CONTROL NON-CONFORMING ARTICLES? YES

DOES THE REPAIR STATION USE FAA FORM 8130-3 FOR THE MAINTENANCE RELEASE CONFORMING TO FAA AND EASA REGULATIONS? YES

## QUALITY CONTROL / QUALITY ASSURANCE

DOES THE COMPANY HAVE AN ESTABLISHED QUALITY CONTROL / QUALITY ASSURANCE PROGRAM? YES

DOES THE REPAIR STATION HAVE AN INTERNAL AUDIT SYSTEM? YES

ARE THE QUALITY CONTROL / QUALITY ASSURANCE MANUALS CURRENT AND AVAILABLE TO EMPLOYEES? YES

DO PERSONS DIRECTLY IN CHARGE HAVE A REPAIRMAN CERTIFICATE? YES

DOES THE REPAIR STATION ENSURE COMPLIANCE WITH AIR CARRIER SPECIFICATIONS? YES

DOES THE REPAIR STATION HAVE AN ESTABLISHED PROCEDURE TO PROVIDE CORRECTIVE ACTION FOR DISCREPANCIES NOTED DURING REPAIR / OVERHAUL? YES

DOES THE REPAIR STATION MAINTAIN A FILE OF AUDIT FINDINGS AND CORRECTIVE ACTION FOR A MINIMUM OF TWO YEARS? YES

DOES THE REPAIR STATION PERIODICALLY EVALUATE THE EFFECTIVENESS OF THE COMPANY'S QUALITY SYSTEM AND ADJUST POLICY AND OBJECTIVES ACCORDINGLY? [YES](#)

### TRAINING

DOES THE REPAIR STATION HAVE AN APPROVED TRAINING PROGRAM? [YES](#)

ARE DOCUMENTED PROCEDURES ESTABLISHED AND MAINTAINED FOR IDENTIFYING TRAINING NEEDS AND PROVIDING TRAINING FOR ALL PERSONNEL? [YES](#)

DOES THE COMPANY DOCUMENT THAT EACH EMPLOYEE IS PROPERLY TRAINED FOR THE WORK PERFORMED? [YES](#)

ARE TRAINING RECORDS RETAINED FOR AT LEAST TWO YEARS AFTER PERSONNEL LEAVE THE COMPANY? [YES](#)

### INSPECTION

ARE INSPECTORS PROPERLY TRAINED AND CERTIFIED? [YES](#)

IS THERE PROPER SEPARATION OF MAINTENANCE AND INSPECTION RESPONSIBILITIES? [YES](#)

DOES THE REPAIR STATION ROSTER IDENTIFY ALL SUPERVISORY AND INSPECTION PERSONNEL? [YES](#)

DOES THE REPAIR STATION ROSTER IDENTIFY ALL PERSONNEL AUTHORIZED FOR RETURN TO SERVICE? [YES](#)

DOES THE REPAIR STATION HAVE AN EMPLOYMENT SUMMARY FOR ALL PERSONNEL LISTED ON THE REPAIR STATION ROSTER? [YES](#)

**DOES THE REPAIR STATION INSPECT EACH ARTICLE FOR WHICH IT PERFORMED WORK BEFORE APPROVING THE ARTICLE FOR RETURN TO SERVICE? YES**

**DOES THE REPAIR STATION HAVE AN ACCEPTABLE PROCEDURE TO IDENTIFY CUSTOMER PARTS? YES**

**DOES THE REPAIR STATION MAINTAIN TRACEABILITY CERTIFICATION ON ALL PARTS AND RAW MATERIALS? YES**

**ARE DOCUMENTED PROCEDURES ESTABLISHED AND MAINTAINED FOR RECEIVING, PRELIMINARY, HIDDEN DAMAGE, PROGRESSIVE, AND FINAL INSPECTIONS? YES**

### **CONTRACT MAINTENANCE**

**DOES THE REPAIR STATION MAINTAIN A LIST OF CONTRACT MAINTENANCE FUNCTIONS AND APPROVED VENDORS FOR THOSE FUNCTIONS? YES**

**DOES THE REPAIR STATION AUDIT ITS VENDORS? YES**

**DO THE VENDORS HAVE A FAA REPAIR STATION RATING FOR THE WORK PERFORMED? YES**

**DO THE VENDORS HAVE AN APPROVED ALCOHOL MISUSE PREVENTION PROGRAM? YES**

**DO THE VENDORS HAVE AN APPROVED ANTI-DRUG PROGRAM? YES**

### **TECHNICAL DATA**

**DOES THE REPAIR STATION HAVE THE REQUIRED TECHNICAL MANUALS COVERING ALL THE WORK PERFORMED? YES**

**DOES THE REPAIR STATION HAVE A PROGRAM TO ENSURE THAT THE TECHNICAL DATA IS CURRENT? YES**

**ARE THE REQUIRED TECHNICAL MANUALS PROPERLY IDENTIFIED AND AVAILABLE TO ALL PERSONNEL REQUIRING THEM? YES**

### **TOOLS AND TEST EQUIPMENT**

**DOES THE REPAIR STATION HAVE A TOOL / TEST EQUIPMENT CALIBRATION PROGRAM? YES**

**IS THERE A SYSTEM TO IDENTIFY EACH TOOL / TEST EQUIPMENT IN THE PROGRAM, ITS CALIBRATION FREQUENCY, AND ITS CALIBRATION DUE DATE? YES**

**ARE ALL TOOLS / TEST EQUIPMENT IN USE WITHIN CALIBRATION STANDARDS? YES**

**DOES THE REPAIR STATION HAVE A PROGRAM TO ENSURE TOOLS OUT OF CALIBRATION OR OUT OF TOLERANCE ARE REMOVED FROM SERVICE? YES**

### **PARTS AND STORAGE**

**ARE PARTS AND MATERIALS PROPERLY IDENTIFIED AND PROPERLY STORED? YES**

**ARE PARTS AND MATERIALS PROPERLY PROTECTED FROM DAMAGE AND DETERIORATION? YES**

**DOES THE REPAIR STATION HAVE A PROGRAM FOR SUSPECTED UNAPPROVED PARTS? YES**

**DOES THE REPAIR STATION HAVE A DOCUMENTED SHELF LIFE PROGRAM? YES**

**DOES THE SHELF LIFE PROGRAM LIST PARTS AND MATERIALS THAT HAVE SHELF LIFE LIMITS? YES**

**DOES EACH SHELF LIFE ITEM HAVE THE SHELF LIFE EXPIRATION DATE DISPLAYED? YES**

**IS THERE AN ADEQUATE SYSTEM TO ASSURE THAT NO ITEM WILL BE USED PAST ITS EXPIRATION DATE? YES**

**IS THERE A PROCEDURE FOR IDENTIFYING AND HANDLING AIRCRAFT COMPONENTS AND MATERIALS CONTAINING HAZARDOUS MATERIALS? YES**